

MFA Guide

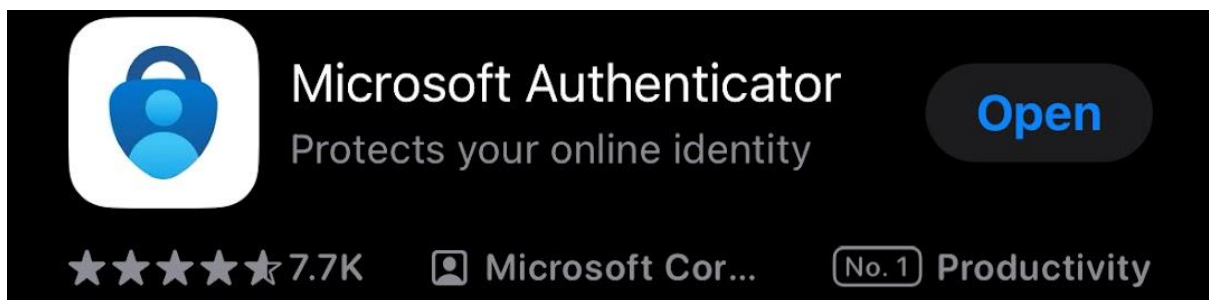
The Microsoft Authenticator is required to have set up if you wish to access work resources outside of the office, such as working from home.

Firstly, download the Microsoft Authenticator app on your respective app store:

Android:

<https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en&pli=1>

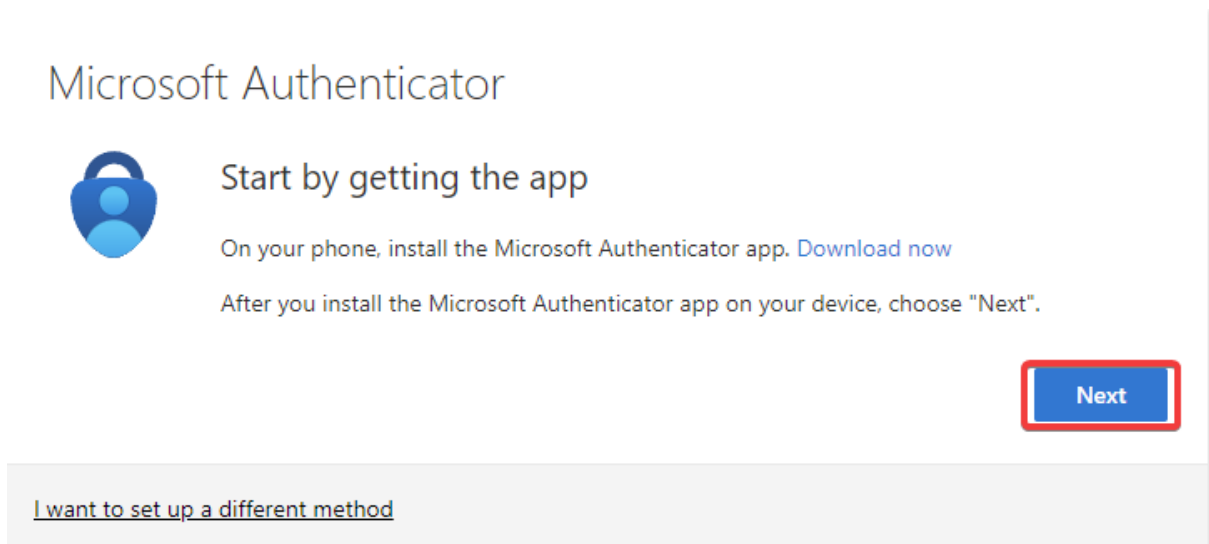
iOS: <https://apps.apple.com/us/app/microsoft-authenticator/id983156458>



Afterwards, follow this link on your computer and sign in with your Microsoft account:


<https://aka.ms/mfasetup>

Once prompted to download the app, click "Next":



Click "Next" again:

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

[I want to set up a different method](#)

[Back](#) [Next](#)

Now, open the application you installed previously and click "Accept":



Microsoft respects your privacy

We collect required diagnostic data to keep the app secure and updated. This does not include any personal data.

[Accept](#)

[Microsoft Privacy Statement](#)

Click "Accept" again:



Help us improve Microsoft Authenticator

By allowing us to collect additional non-personal data, you can help us improve the app. You can turn this on or off at any time in the Settings page

Help improve the app by sharing your app usage data

Continue

[Microsoft Privacy Statement](#)

When asked to sign in, select “Scan a QR code” (you will need to enable camera permissions for this):



Scan the QR code that is provided on the website, and click “Next”:

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose “Next”.



Can't scan image?



Back

Next

A number will be shown:

Microsoft Authenticator



Let's try it out

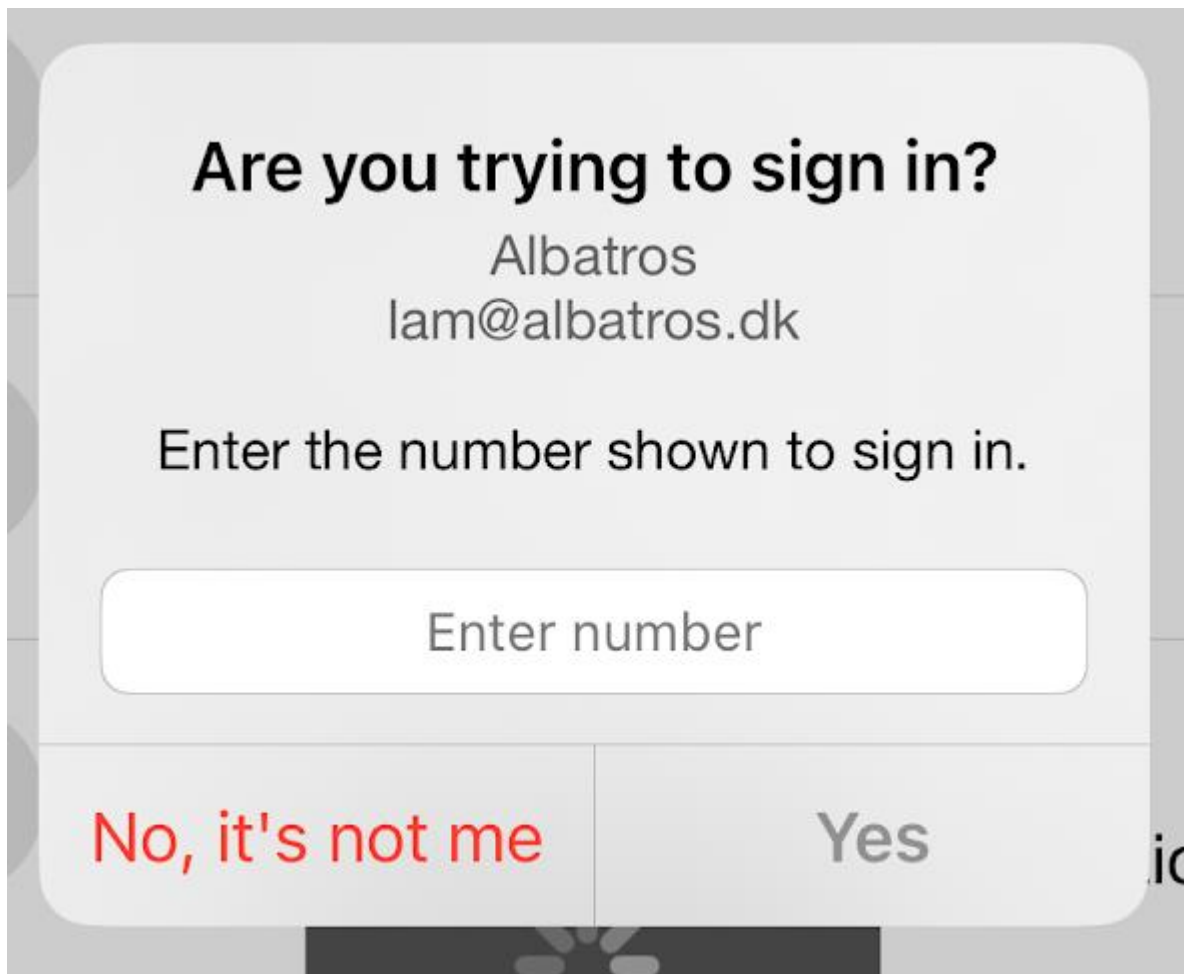
Approve the notification we're sending to your app by entering the number shown below.

54

Back

Next

Type the number in the field on your mobile device and click “Yes”:



You are now done! You can click “Next” on the following prompt and close the window”

